

# Lincoln Lawrence Franklin Regional Library

## *Acknowledgement of Materials Donation*

*Revised March 9, 2010*

The Lincoln Lawrence Franklin Regional Library accepts gifts of new and used books, audio recordings, videos, and other similar materials. Items will be added to the collection in accordance with the selection policy of the library, and the library also reserves the right to decide when a gift added to the collection must be withdrawn.

Once donated, items become the property of the Lincoln Lawrence Franklin Regional Library, and may be given to other libraries or non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

The library acknowledges receipt of donated items but is unable to set a fair market or appraisal value. It is recommended that the donor make an itemized list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

*I agree to the above listed uses of the material that I have donated to the Lincoln Lawrence Franklin Regional Library.*

\_\_\_\_\_  
Donor's Signature

Please provide the following information.		
<b>Donor Name</b>	<b>Phone</b>	
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>

# Of Items	Type of Material	# Of Items	Type of Material
	Hardcovers		Audios
	Paperbacks		Videos
	Trade Paperbacks		Magazines/ Other
Materials Rec'd By:		Date	

